YOUR FIRST COLLEGE ASSIGNMENT:
ENGAGE YOUR FUTURE!
Student Checklist and Helpful Resources

Your New Student Checklist:
Check it off

- ❑ Apply online for Financial Aid and ACM Scholarships
- ❑ Apply for on-campus housing if interested – **www.allegany.edu/housing**
- ❑ Send an official final copy of your high school transcript
- ❑ Send official college transcript(s) if you attended another college
- ❑ Take the Placement Test – Placement test may be waved. Contact the advising center for requirements
- ❑ Get connected! – Access ACM technology
- ❑ Meet with an academic advisor to schedule classes
- ❑ Register for a new student orientation session or admitted student day – **www.allegany.edu/orientation**
- ❑ Pay your bill

Your Resources: *Check it out*

Admissions/Registration: 301-784-5199 or 301-784-5198

Advising Center: 301-784-5654

Bookstore: 301-784-5348

Billing Office: 301-784-5227

Disability Services: 301-784-5234

Financial Aid: 301-784-5213

Housing: 301-784-5206

Placement Testing: 301-784-5554

Scholarship Information: 301-784-5200

Student Technology HelpDesk: 301-784-5444

Bedford County Campus Students

Main Number: 814-652-9528

Admissions/Registration: ext. 5199 or 5198

Advising: ext. 6200

Billing Office: ext. 5227

Placement Test: ext. 6224 or 6226

▶ *"ACM changed my life by allowing me to find my future."*

— Michael K.

SIGN UP FOR CLASSES
Advising Center & Placement Testing

Advising Center

Consider us your college guide (and your biggest fan). Working with you, we map out where you want to be and introduce you to the resources you need to get there.

From walking you through Self-Service to suggesting classes that are right for you, we make sure that you start and continue on your college path.

We Can Help You…

- Identify your short- and long-term goals
- Develop an individualized educational plan that's right for you
- Connect to campus resources designed to empower you
- Transition from high school to college in a way that's stress-free
- Sign up for classes based on your placement tests and goals
- Learn how to better manage your time
- Improve your notetaking and study skills
- Understand what your professors expect of you

Placement Testing

Every journey has a beginning. That's why our placement test (also called the ACCUPLACER) is important to your success; it gauges your starting point on your college path.

Schedule Your Placement Test

When you call to schedule your placement test, have your high school GPA available, as well as PARCC, SAT and/or ACT Scores.

- **Cumberland Campus:** Call 301-784-5554 or schedule online **https://www.allegany.edu/learning-commons/placement-test-reg-form.html**
- **Bedford County Campus:** Call 814-652-9528, ext. 6224 or 6226

Prepare for Your Test

Get a better score on the test and advance your starting point by:

- Visiting **https://accuplacerpractice.collegeboard.org/login** for tutorials and practice tests.
- Watching YouTube videos for advice on preparing to take ACCUPLACER.

Take Your Test

- Arrive 10 minutes prior to your scheduled testing time.
- Cumberland students report to the Learning Commons on the Cumberland Campus.
- Bedford students report to Student Services at the Bedford County Campus.
- Bring your official photo ID.
- Bring a calculator (if you have one) or use one of ours.
- Relax and do your best.

PAYING FOR COLLEGE
Payment Information, Financial Aid, & Scholarships

91% of all ACM Students receive financial aid and **over $1 million** is given in scholarships annually.

Payment Information

After you sign up for classes, you will receive a bill in the mail. Payment arrangements must be made by the payment due date for each semester to avoid being removed from your classes. There are 3 payment options:

1. Receive an official "Offer Letter" from Financial Aid that covers your total tuition and fees. If you are receiving aid for the first time, you must also request a final high school transcript be sent to the Admissions Office.

   If you are accepting Federal Student Loans, you must go to studentaid.gov and:
   - *Complete your Master Promissory Note (MPN)*
   - *Complete Entrance Counseling*
   - *Complete the Annual Student Loan Acknowledgement*

2. Sign up for the NelNet Automatic Payment Plan through Self-Service for your full balance due or your net balance due after Financial Aid.

3. Pay your bill in full.

Refund Information

If you drop classes before they begin, you will receive a full refund, less any nonrefundable fees. After classes begin, there is a specific refund period (three weeks for the full term fall and spring semesters) where you will receive an 80% refund. Please refer to the college calendar for specific refund dates for each term. If you drop classes after the refund period, there is no refund and you must pay **all tuition and fees**.

More details about billing can be found on the ACM website at **allegany.edu** under the tab **"Costs."**

Financial Aid: Easy as 1...2...3!

1. **Complete the FAFSA at https://studentaid.gov**
   - This is your application for federal and state financial aid, available beginning October 1 for the next school year. To be eligible for Maryland State scholarships complete the FAFSA on or before March 1. ACM's Federal School Code is 002057.
   - Sign your FAFSA using your FSA ID – apply at **https://studentaid.gov** This serves as your electronic signature on the FAFSA and gives access to other government education websites. One of your parents may need an FSA ID, if applicable.

2. **Monitor your ACM Student Email**
   - Your ACM Student Email account will provide important information necessary to complete your file.
   - It is important to check this regularly, as this is our primary method of communication.

3. **Track your Progress on Self-Service**
   - Review your Checklist on your Financial Aid Homepage and complete all necessary items, including ACCEPTING, SIGNING, and SUBMITTING your official "Offer Letter".
   - If accepting Federal Student Loans, additional required items will appear on your Checklist – be sure to revisit it!

At any step in this process, we are here to help – just give our office a call: 301-784-5213.

Applying for Scholarships: Easy as 1...2...3!

Apply Now to Meet Scholarship Deadlines:

1. Go to **www.allegany.edu/scholarships** and click on the "Online Scholarship Application" link.

2. Log on using your ACM Username and Password.

3. Complete the simple online general scholarship application.

Call the Allegany College of Maryland Foundation Office at 301-784-5200, if we can assist in any way. Bedford County Campus students, please call the Bedford County Regional Education Foundation at 814-652-9528, ext. 6223.

Information Communication
Get Connected – Access ACM Technology!

At ACM, you'll use technology to get and stay connected. Our resources not only enhance your learning and living experience, they keep you informed about everything from test-taking to weather-related campus closings.

Gaining access to all of this information starts with your username and password, found in this packet behind your Acceptance Letter. Test drive our sites and services to get started today!

Visit www.allegany.edu and click on the students tab at the top of the page.

The path to your **STUDENT EMAIL**. Check it frequently – this is the primary way the College will communicate with you about your bill, class schedules, financial aid, information from your instructors and more.

Go to the "Students" tab at allegany.edu and click on the email icon to log in.

D2L
Brightspace

COURSE MATERIALS, CLASS DISCUSSIONS, ASSIGNMENTS & ASSESSMENTS ONLINE.
D2L/Brightspace is ACM's learning management system.

After registering for classes, you will use your ACM email address and password to log into D2L/Brightspace at allegany.brightspace.com

REAL-TIME, UP-TO-DATE INFORMATION ONLINE 24/7.
Use **Self-Service** to register for classes, add/drop classes, view your class schedule, view placement test scores, print an unofficial transcript, and check your grades. You can also view your financial aid package, check your balance, and submit payments.

SELF-SERVICE

Yeah, it's important!

Go to the MyACM menu at allegany.edu and select Self-Service to log in using your username and password.

FACEBOOK, INSTAGRAM, TIK-TOK, SNAPCHAT, YOUTUBE, TWITTER & LINKEDIN . We welcome you to keep up with the latest and share your thoughts by following us on social media!

NEED HELP with student email services, Self-Service and/or D2L/Brightspace services?

There are three ways to contact us:

1) Go to the "Students" tab at allegany.edu and click on the **IT HelpDesk** icon.

2) Stop by the IT HelpDesk *(located in room T-115/Technology building on the Cumberland Campus)*

3) Call 301-784-5444 during our IT HelpDesk hours

Monday–Friday	8:00 am - 6:00 pm
Saturday	10:00 am - 3:00 pm

*Hours are subject to change due to staff availability.

STAY INFORMED. Sign up - it only takes a minute and it's free! We use **eSAFE** to notify students in case of an emergency. When you sign-up, the College will be able to contact you through messages to your email or cell phone. Receive real-time updates and instructions for an emergency situation or weather-related alerts on college closings or delays.

To register, click on the MyACM menu at allegany.edu and select eSAFE.

DOWNLOAD NAVIGATE. A free mobile app that empowers you to be in control of your college experience. Stay up-to-date and on-track from application to graduation.

NAVIGATE